Office of Training

SCHEDULE OF COURSES

January – June 1968

DECEMBER 1967

OFFICE OF TRAINING

SCHEDULE OF COURSES

January - June 1968

Changes will be announced in OTR Bulletins
or in Special Bulletins.

Additional copies of the Schedule of Courses
may be obtained from the Admissions and
Information Branch, Registrar Staff, OTR,
extension 2365 or 2896.

December 1967

Office of Training

Schedule of Courses

January through June 1968

Administrative Procedures   1 week - Full time.

      5 - 9 Feb.   3 - 7 June
      25 -29 Mar.   24 - 28 June
      15 -19 Apr.

ADP Orientation   3 days - Full time.

      30 Jan - 1 Feb   30 Apr - 2 May
      27 - 29 Feb   11 - 13 June
      2 - 4 Apr

Advanced Management (Planning)   5 1/2 days - Full time.

      14 - 19 Jan
      17 - 22 Mar
      19 - 24 May

Air Operations   2 - 3 weeks - Full time.

      5 - 20 Feb
      3 - 18 June

Basic Country Survey: USSR   2 weeks - Full time or
                                                   3 weeks - Part time.

      22 Apr - 3 May

Briefing Techniques   See Intelligence Briefing.

Challenge of Worldwide Communism   3 weeks - Full time.
             (for CTs)
      29 Jan - 14 Feb   18 Mar - 5 Apr
      14 Feb - 1 Mar   6 - 24 May

Chiefs of Station Seminar   2 weeks - Full time.

      5 - 16 Feb   10 - 21 June
      8 - 19 Apr

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25X1A

China Familiarization	1 week - Full time.
22 - 26 Jan	8 - 12 Apr

▬▬▬▬▬▬▬ 2 weeks - Full time.

26 Feb - 8 Mar	13 - 24 May

Clandestine Scientific and Technical Operations

2 weeks - Full time.

29 Apr - 10 May

Clandestine Services Records I	1 week - Part time.
8, 10, 12 Jan	4, 6, 8, Mar

Clandestine Services Records II	1 week - Part time.
29 Jan - 2 Feb	4-12 Apr (CTS ONLY)
18 - 22 Mar	20 - 24 May

Clandestine Services Records III	2 days - Full time.
11 - 12 Mar	6 - 7 May

Clandestine Services Review	9 days - Full time.
19 Feb - 1 Mar	27 May - 7 June

Clerical Refresher   4 weeks - Part time.

8 Jan - 2 Feb	22 Apr - 17 May
12 Feb - 8 Mar	27 May - 21 June
18 Mar - 12 Apr	

Communist Party Organization and Operations

4 weeks - Part time.

29 Jan - 16 Feb

Conference Techniques   Not Scheduled.

Counterintelligence Familiarization   8 days - Full time.

| 19 Feb - 1 Mar | 17 - 26 June |
| 22 Apr - 1 May | |

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Counterintelligence Operations	3 weeks - Full time.
29 Jan - 16 Feb 18 Mar - 5 Apr	6 - 24 May
Covert Action Operations Seminar	3 1/2 days - Full time.
10 - 13 Mar	9 - 12 June
Effective Speaking (at NPIC)	12 weeks (27 hrs) - Part time (one session a week).
14 Feb - 24 Apr	
Field Finance and Logistics	3 weeks - Full time.
29 Jan - 16 Feb 18 Mar - 5 Apr	20 May - 6 June
Geography of the USSR	Not Scheduled.
Headquarters Desk for CTs	2 weeks - Full time.
1 - 12 Apr (Includes CS Records)	
Information Reporting, Reports, and Requirements	
	3 weeks - Full time.
8 - 26 Jan 26 Feb - 15 Mar	8 - 26 Apr 10 28 June
Information Reports Familiarization	1 week - Full time.
12 - 16 Feb 25 - 29 Mar	13 - 17 May 20 - 24 May
Intelligence Briefing	18 days - Part time.
4 - 27 Mar	
Intelligence Production (for CTs)	9 weeks - Full time.
4 Mar - 3 May	3 June - 2 Aug
Intelligence Research Techniques	4 or 6 wks (2 or 3 days a wk) Full time.
3 - 14 June	
Intelligence Review	2 weeks - Full time.
15 - 26 Apr	

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Intelligence Techniques	3 weeks - Full time.
29 Jan - 14 Feb	18 Mar - 5 Apr
14 Feb - 1 Mar	6 - 24 May

Introduction to Communism	2 weeks - Full time.
2 - 12 Jan	8 - 19 Apr
4 - 15 Mar	3 - 14 June

Introduction to Intelligence	2 weeks - Full time.
15 - 26 Jan	25 Mar - 5 Apr
12 - 23 Feb	20 - 31 May

Introduction to Map Reading and Imagery Analysis

	8 days (over 3 weeks) - Full time.
3 - 19 Jan	15 Apr - 1 May

JCS/DIA	2 days - Full time.
13 - 14 Mar	

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Management	1 week - Full time.
12 - 16 Feb	6 - 10 May

Managerial Grid Seminar	6 days - Full time.
28 Jan - 2 Feb	21 - 26 Apr

Midcareer Executive Development Course	6 weeks - Full time.
28 Jan - 8 Mar	28 Apr - 7 June

25X1A

████████████████████	3 weeks - Full time.
4 - 22 Mar	3 - 21 June

Operations, Phase I	13 weeks - Full time.
2 Jan - 29 Mar	27 May - 23 Aug

Operations, Phase II (Includes 2 wks Jump)	11 weeks - Full time.
8 Jan - 22 Mar	4 Mar - 17 May

* Language Courses - see end of schedule.

Operations Familiarization	4 weeks - Full time.
2 - 26 Jan	8 Apr - 3 May
Operations Support	3 weeks - Full time.
8 - 26 Jan 26 Feb - 15 Mar	29 Apr - 17 May
Orientation to Intelligence	2 weeks - Full time.
4 - 15 Mar	
Politics Workshop	3 1/2 days - Full time.
15 Jan (Briefing) 28 - 31 Jan	21 - 24 Apr
Senior Management Seminar	6 days - Full time.
12 - 17 May	
Soviet Bloc Operations	2 weeks - Full time.
22 Jan - 2 Feb 18 - 29 Mar	27 May - 7 June
Supervision	1 week - Full time.
22 - 26 Jan	15 - 19 Apr
Support Services (Includes 1 week Grid)	8 weeks - Full time.
11 Mar - 3 May	3 June - 26 July
Support Services Review: Trends and Highlights	3 1/2 days - Full time.
5 - 8 Mar 30 Apr - 3 May	4 - 7 June

Vietnam Training

VAC		VSO	
VAC	15 - 19 Jan	VSO	23 - 25 Jan
	11 - 15 Mar		19 - 21 Mar
	22 - 26 Apr		30 Apr - 2 May
	10 - 14 June		18 - 20 June

Writing Workshop (Advanced)	Not Scheduled.
Writing Workshop (Basic)	4 weeks (28 hrs) - Part time.

    27 May - 7 June (at NPIC)
    18 June - 11 July

Writing Workshop (Intermediate)	4 weeks (28 hrs) - Part time.

    2 - 19 Jan (at NPIC)
    17 June - 10 July

Writing Courses: Correspondence	On Request.

Language Courses

Full time

French, German, Italian, Portuguese, and Spanish:

2 January 1968   1 July 1968
4 March 1968   (also 3 September 1968)
6 May 1968

Russian, Polish, Serbo-Croatian, Czech, and Hungarian:
2 January 1968 and
16 September 1968

All other Languages:
15 January 1968 and
16 September 1968

Part time

All Languages:

2 January 1968
6 May 1968

Note: Full-time courses last for six months; part-time courses, most of which meet for two hours in the morning three days a week, are scheduled for a total of either 100 hours or 200 hours.

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SECRET
CIA INTERNAL USE ONLY

Changes in Schedule of Courses:

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SECRET
CIA INTERNAL USE ONLY

SCHEDULE OF COURSES

January - June 1968

Clandestine Scientific and Technical Operations

2 weeks - Full time.

29 Apr - 10 May

Clerical Refresher

4 weeks - Part time.

8 Jan - 2 Feb   22 Apr - 17 May
12 Feb - 8 Mar   27 May - 21 June
18 Mar - 12 Apr

Communist Party Organization and Operations

4 weeks - Part time.

29 Jan - 16 Feb

Conference Techniques   Not Scheduled.

Counterintelligence Familiarization   8 days - Full time.

19 Feb - 1 Mar   17 - 26 June
22 Apr - 1 May

Counterintelligence Operations   3 weeks - Full time.

29 Jan - 16 Feb   6 - 24 May
18 Mar - 5 Apr

Covert Action Operations Seminar   3 1/2 days - Full time.

10 - 13 Mar   9 - 12 June

Effective Speaking   12 weeks (27 hrs) -
                           Part time (1 session a week)

14 Feb - 24 Apr

Field Finance and Logistics   3 weeks - Full time.

29 Jan - 16 Feb   6 - 24 May
18 Mar - 5 Apr

Geography of the USSR   6 weeks - Part time

On Request.

Information Reporting, Reports, and Requirements

3 weeks - Full time.

8 - 26 Jan   8 - 26 Apr
26 Feb - 15 Mar   10 - 28 June

SCHEDULE OF COURSES

Administrative Procedures   1 week - Full time.

    5 - 9 Feb   3 - 7 June
    25 - 29 Mar   24 - 28 June
    15 - 19 Apr

ADP Orientation   3 days - Full time.

    30 Jan - 1 Feb   30 Apr - 2 May
    27 - 29 Feb   11 - 13 June
    2 - 4 Apr

Advanced Management (Planning)   5 1/2 days - Full time.

    14 - 19 Jan   19 - 24 May
    17 - 22 Mar

Air Operations   2 - 3 weeks - Full time.

    5 - 20 Feb   3 - 18 June

Basic Country Survey: USSR   2 weeks - Full time.
                                         3 weeks - Part time.

    22 Apr - 3 May

Briefing Techniques   See Intelligence Briefing.

Challenge of Worldwide Communism   3 weeks - Full time.

    29 Jan - 14 Feb   18 Mar - 5 Apr
    14 Feb - 1 Mar   6 - 24 May

Chiefs of Station Seminar   2 weeks - Full time.

    5 - 16 Feb   10 - 21 June
    8 - 19 Apr

25X1A   China Familiarization   1 week - Full time.

    22 - 26 Jan   8 - 12 Apr

                                   2 weeks - Full time.

Midcareer Executive Development Course   6 weeks - Full time.

28 Jan - 8 Mar	28 Apr - 7 June

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3 weeks - Full time.

4 - 22 Mar	3 - 21 June

Operations, Phase I

13 weeks - Full time.

2 Jan - 29 Mar	27 May - 23 Aug

Operations, Phase II

11 weeks - Full time.
(Includes 2 weeks Jump)

8 Jan - 22 Mar	4 Mar - 17 May

Operations Familiarization

4 weeks - Full time.

2 - 26 Jan	8 Apr - 3 May

Operations Support

3 weeks - Full time.

8 - 26 Jan	29 Apr - 17 May
26 Feb - 15 Mar	

Orientation to Intelligence

2 weeks - Full time.

4 - 15 Mar	

Politics Workshop

3 1/2 days - Full time.

28 - 31 Jan	21 - 24 Apr

Soviet Bloc Operations

2 weeks - Full time.

22 Jan - 2 Feb	27 May - 7 June
18 - 29 Mar	

Supervision

1 week - Full time.

22 - 26 Jan	15 - 19 Apr

Support Services (Includes 1 wk Grid)   7 weeks - Full time.

11 Mar - 3 May	3 June - 26 July

Information Reports Familiarization   1 week - Full time.

     12 - 16 Feb   13 - 17 May
     25 - 29 Mar   20 - 24 May

Intelligence Briefing   18 days - Part time.

     4 - 27 Mar

Intelligence Production   9 weeks - Full time.

     4 Mar - 3 May   3 June - 2 Aug

Intelligence Research Techniques   4 or 6 weeks (2 or 3 days a week) - Full time.

     3 - 14 June

Intelligence Review   2 weeks - Full time.

     15 - 26 Apr

Intelligence Techniques   3 weeks - Full time.

     29 Jan - 14 Feb   18 Mar - 5 Apr
     14 Feb - 1 Mar   6 - 24 May

Introduction to Communism   2 weeks - Full time.

     2 - 12 Jan   8 - 19 Apr
     4 - 15 Mar   3 - 14 June

Introduction to Intelligence   2 weeks - Full time.

     15 - 26 Jan   25 Mar - 5 Apr
     12 - 23 Feb   20 - 31 May

Introduction to Map Reading and Imagery Analysis
                            8 days (over 3 wks) - Full time.
     3 - 19 Jan   15 Apr - 1 May

Language Courses   See End of Schedule

Management   1 week - Full time.

     12 - 16 Feb   6 - 10 May

Managerial Grid Seminar   6 days - Full time.

     28 Jan - 2 Feb   21 - 26 Apr

Language Courses

Full time

French, German, Italian, Portuguese, and Spanish:

2 January 1968	1 July 1968
4 March 1968	(also 3 September 1968)
6 May 1968	

Russian, Polish, Serbo-Croatian, Czech, Hungarian:

2 January 1968 and
16 September 1968

All other Languages:

15 January 1968 and
16 September 1968

Part time

All Languages:

2 January 1968 and
6 May 1968

Note: Full-time courses last for six months; part-time courses,
       most of which meet for two hours in the morning three days
       a week, are scheduled for a total of either 100 hours or
       200 hours.

Support Services Review: Trends and Highlights

                                                    3 1/2 days - Full time.
        5 - 8 Mar   4 - 7 June
        30 Apr - 3 May

Vietnam Training

        Vietnam Area   15 - 19 Jan   22 - 26 Apr
                            11 - 15 Mar   10 - 14 June

█████ecords I   1 week - Part time.

█████, 10, 12 Jan   4, 6, 8, Mar

█████ECORDS II   1 week - Part time.

█████9 Jan - 2 Feb   20 - 24 May
█████8 - 22 Mar

█████ecords III   2 days - Part time.

█████1 - 12 Mar   6 - 7 May

█████eview   9 days - Full time.

        19 Feb - 1 Mar   27 May - 7 June

Writing Workshop (Advanced)   4 weeks (28 hrs) - Part time.

        Not Scheduled.

Writing Workshop (Basic)   4 weeks (28 hrs) - Part time.

        27 May - 7 June   18 June - 11 July

Writing Workshop (Intermediate)   4 weeks (28 hrs) - Part time.

        2 - 19 Jan   17 June - 10 July

Writing Courses: Correspondence   On Request.